

7 November 1961

MEMORANDUM FOR : CSDO's

SUBJECT : Mechanics of Cable Summary Preparation

1. Since the procedure and guidance for the initial preparation (typing) of the summary format was spelled out in detail in the memo of 3 November, the mechanical steps of final preparation will be described herein, under the assumption that everyone is familiar with the general summary format.

2. It has been determined that approximately 1 hour will be required for the accomplishment of the final steps leading to the finished product. This time is based on an average take of DCI cables (38 for the first run in the morning), and the resulting summaries. This time, of course, will vary and depend on a number of circumstances, but we are shooting for a cutoff time of one hour before actual run time.

3. With the above in mind, the CSDO will take the following steps in the order indicated to prepare the C/S summary:

- A. **REARRANGEMENT OF SUMMARIES** - It will be determined by the CSDO which area, as reflected by cable traffic to be included in the book, is currently most significant and as such should be brought first to the attention of the Director. The most important and urgent cable from this area will be placed first in the book and its summary first on the Summary List. All the rest of the cables and their summaries from the same area or receiving the same area division action will be placed in their respective positions in descending order of importance or other logical arrangement, depending upon the situation. The method of arranging the summaries in numerical order for cutup can be decided upon by the individual CSDO. One system which can be used is to bend back a portion of the righthand margin and write lightly on the reverse side of the sheet, as was done in Attachment A.
- B. **CUT-UP AND PASTE-UP** - Next, use the cutting board to cut each summary, keeping in mind that the cut should be square and about equal distance between each summary. After all the summaries have been cut, paste the slip numbered one on page one, leaving about 2 inches of space at the top of the page for the date, time, and tab entries. The approximate spacing desired for all pages is indicated in Attachment A. Follow through pasting up the remaining slips in numerical order.

- C. 914 MAT - Make a 914 mat from the paste up pages. Lines will be reflected on the mat where there has been overlap of summary slips. Use a razor blade to remove these lines or any other undesirable marks. Type the date, time, the word Tab, and tab numbers on the first page, and page number, tab and tab numbers on the succeeding pages (see Attachment B).
- D. PAPER COPIES - When the mat has been totally cleaned of lines, etc., make three paper copies of the entire summary (one for DCI, one for D/DCI, and one for DCI reading file. It is very important that the cleaning of the mat in step 2 C be done with care because the paper copies reproduced from this mat are the finished copies attached in the DCI book (Attachment C).
- E. ASSEMBLY OF THE BOOK - With the exception of the cables and the summaries, all other materials are preprinted. In the final assembly step, it is a simple matter of placing the cable behind the tab number corresponding to the number indicated after the summary for that particular cable. The summary sheet(s) will be attached to the left-hand inside cover of the book and the cables and the tab sheets will be secured within the clip board type arrangement on the right-hand inside cover.

4. If preferred and if feasible, summaries may be re-typed, thus eliminating the cutting and pasting up described above.

5. FYI, we are looking into the possibility of using a Flexowriter and cutting a tape at the time of typing. The tape will be cut, one tape to a message. The tapes will then be rerun in the desired order.

GWB/DD